

Emergency Management Competency 2.2

Competency 2.2 Emergency management personnel shall demonstrate a working level knowledge of Department of Energy (DOE) Order 5500.4, Public Affairs Policy and Planning Requirements for Emergencies.

1. Supporting Knowledge and Skills

- a. Describe the major requirements and purpose of DOE Order 5500.4, Public Affairs Policy and Planning Requirements for Emergencies.
- b. Discuss the records requiring protection and the rationale associated with protecting these records.
- c. Discuss the Department's public affairs policy with respect to emergencies.
- d. Discuss the roles and responsibilities of the various Departmental elements in interfacing with the public and media in the event of an emergency.
- e. Describe the roles and responsibilities of Departmental senior officials and emergency management personnel in emergency or crisis situations.
- f. Discuss the transmittal requirements for emergency plans.

2. Self-Study Activities (corresponding to the intent of the above competency)

Below are two web sites containing many of the references you may need.

Web Sites		
Organization	Site Location	Notes
Department of Energy	http://wastenot.inel.gov/cted/stdguido.html	DOE Standards, Guides, and Orders
U.S. House of Representatives	http://law.house.gov/cfr.htm	Searchable Code of Federal Regulations

Read DOE Order 5500.4A, *Public Affairs Policy and Planning Requirements for Emergencies*, and the attachments.

Emergency Management Competency 2.2

Read the DOE Emergency Management Guide *Public Affairs*.

EXERCISE 2.2-A Describe the purpose of DOE Order 5500.4A, *Public Affairs Policy and Planning Requirements for Emergencies*.

EXERCISE 2.2-B What is the Department's public affairs policy with respect to emergencies?

EXERCISE 2.2-C Discuss the role and responsibility of the heads of field organizations in interfacing with the public and media in the event of an emergency.

EXERCISE 2.2-D What are the transmittal requirements for Emergency Public Information Plans?

3. Summary

"GENERAL. This Order covers emergency situations involving an actual, potential, or perceived threat to onsite personnel, public health and safety, and/or to the environment. . . Emergencies affecting the supply of energy resources are covered by a separate order. The handling of the public affairs aspects associated with accidents or incidents involving nuclear weapons, related materials, or components, within DOE, or where DOE acts in a support role to the Department of Defense, requires additional guidance as provided in Attachment 2" (DOE Order 5500.4A).

It is DOE's policy to provide accurate and timely information to the media and public by the most expeditious means in situations involving the Department's response to any emergency that may affect on-site personnel, public health and safety, and the environment. Generally, DOE operates under an open information policy, including the Freedom of Information Act and the Privacy Act, with respect to the release of accident or other emergency information. There are established DOE information policies that describe the specifics. Exceptions are made in the case of the release of information classified for national security purposes or otherwise legally prohibited from release. DOE has responsibility for public affairs actions taken in emergencies at DOE facilities and will coordinate them with other agencies when appropriate.

The Order details the responsibilities and authorities from the Secretarial level to the heads of field organizations.

Emergency Management Competency 2.2

4. Exercise Solutions

EXERCISE 2.2-A Describe the purpose of DOE Order 5500.4A, *Public Affairs Policy and Planning Requirements for Emergencies*.

ANSWER 2.2-A “PURPOSE. To establish requirements for Department of Energy (DOE) public affairs actions for emergency situations, and to provide guidelines for each Departmental organization or facility to develop a public information plan that will ensure that necessary public affairs actions are planned, coordinated, and taken as an integral part of the total emergency response effort” (DOE Order 5500.4A, Section 1).

EXERCISE 2.2-B What is the Department’s public affairs policy with respect to emergencies?

ANSWER 2.2-B It is DOE’s policy to provide accurate and timely information to the media and public by the most expeditious means in situations involving the Department’s response to any emergency that may affect on-site personnel, public health and safety, and the environment. DOE has assumed responsibility for public affairs actions taken in emergencies at DOE facilities and will coordinate them with other agencies when appropriate.

EXERCISE 2.2-C Discuss the role and responsibility of the heads of field organizations in interfacing with the public and media in the event of an emergency.

ANSWER 2.2-C The heads of field organizations have five primary responsibilities defined in the Order. They are as follows:

- To develop and submit for approval public affairs plans for emergencies for areas under their jurisdiction
- To determine local requirements and take necessary actions when prior communication with Headquarters is not practical
- To provide resources sufficient to implement the emergency public affairs plan
- To ensure that the planning information is periodically disseminated to state and local planning offices
- To ensure that meetings are held at least annually with state and local emergency planning public affairs officials

Emergency Management Competency 2.2

EXERCISE 2.2-D What are the transmittal requirements for Emergency Public Information Plans?

ANSWER 2.2-D Plans must be submitted to the Assistant Secretary for Congressional, Intergovernmental and Public Affairs (CP-1) for concurrence, and a controlled copy must be submitted to the HQ EOC. Emergency planning information must also be periodically disseminated to state and local planning offices. The Order does not specifically state that the full plan must be provided, but it does require the provision of the educational background information, on specific hazards, availability of additional information and protective measures.